

CyberBreak

August 18, 2006



Coming up next week:
Monday, August 21st

First day of classes for traditional continuing students.

Remember to welcome and greet students back to Southwestern with a smile!

JUST A REMINDER!!

We will have a full parking structure beginning next week. Please remember to park in the staff lot so students have ample parking available.

GET MORE DONE IN LESS TIME

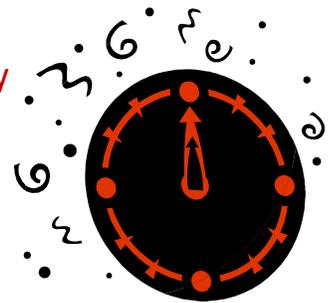
Ever feel like there are not enough hours in the day to get everything done? Don't despair! Below are some tips to help you get more accomplished in the time you do have.

🕒 Stop Procrastinating

Don't wait for a better time to get something done. Do it now and check it off your to do list. Procrastination often leads to stress and seldom leads to improved quality of work.

🕒 Don't shuffle

If you touch a piece of paper three times or more and are simply shuffling it to a different area on your desk, you are wasting your time. Start putting a checkmark on the top of the paper every time you touch it and after the second check either use it, file it or throw it away.



🕒 Throw out the trash

Don't be afraid to discard items you do not use and no longer need. Take inventory of your work area, your files and your briefcase. If you have finished a project, go back and discard papers that you no longer need such as drafts and notes. If you have items saved on your computer ask yourself if you really need a hardcopy.

🕒 Make a list

Create a "TO DO" list and categorize your items by A, B and C priorities. At the end of everyday, take 10 minutes to reevaluate and rearrange your priorities so when you come in the next morning, you can get right to work.

"I wish I could stand on a busy street corner, hat in hand, and beg people to throw me all their wasted hours." - Bernard Benson

RSVP TODAY FOR THE NEXT STAFF PROFESSIONAL DEVELOPMENT WORKSHOP!

Managing Multiple Projects, Objectives & Deadlines

September 8, 2006

9 AM – 12:30 PM OR 1 PM – 4:30 PM



To RSVP email Marcie Canal at mcanal@swlaw.edu no later than 9/6/06.



Feedback: Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to mcanal@swlaw.edu.